

EMPLOYMENT PRACTICES

Policy. Brown County Library provides equal employment opportunities to all employees and applicants for employment and does not discriminate in violation of applicable Federal, State and local laws, rules and regulations, as they now exist and as they may be amended in the future, regarding but not limited to sex (including gender identity), color, ancestry, disability, marital status, race, creed (religion), age (40 or over), use of lawful products, arrest or conviction, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service, and declining to attend a meeting or participate in any communication about religious or political matters.

SELECTION PROCESS. The Library Executive Director and administrative staff will coordinate the hiring and selection process for all Library employees.

AUTHORIZATION TO HIRE. Managers wishing to fill vacancies in existing budgeted positions shall submit a request to the Library Deputy Director prior to initiating recruitment. The Library Deputy Director shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the Library Executive Director for final authorization. All vacancies will be evaluated by the Library Executive Director and administrative staff to determine the best continuing use of staff resources.

VACANCIES. In an effort to recruit the most qualified individuals, to ensure fair employment opportunity and to help in Affirmative Action efforts, the Brown County Human Resources Department will work with the Library administrative staff to coordinate the posting of job opportunities. Library administrative staff will provide internal announcements of Brown County Library job opportunities to staff. Managers are encouraged to continually evaluate their department needs prior to filling open positions.

JOB ANNOUNCEMENTS/ADVERTISEMENTS. When the Library determines that a vacancy or a new position will be filled, the Library, in its sole discretion, may post notice of such vacancy or position. Vacancies may be posted electronically by the Brown County Human Resources Department, and may be posted internally and/or externally as determined by the Library Executive Director. There may be circumstances when a position shall be posted internally prior to posting to the public, but typically postings internally and externally will be done simultaneously. Job openings which the Library chooses to post shall be posted for a minimum of five (5) working days. The Library retains the right to determine whether and when to recruit outside applicants. Open positions will be advertised locally, regionally, and/or nationally, depending on the position and the market for qualified candidates.

Job announcements/advertisements shall include the following:

- Notice to applicants regarding the requirement of a criminal background check;
- Special requirements, for example, CDL, State Licensure, etc.; and

• Equal Opportunity Employer

APPLICATIONS. Prospective employees and employees seeking promotion, transfer, or voluntary demotion shall utilize the Brown County's online application system which is required for all positions. Prospective employees, and employees seeking promotion or transfer, must also provide all additionally requested items, which may include a resume and cover letter as examples. A resume shall not substitute for an application. In recognition of the Library's efforts to provide all citizens with an opportunity to succeed, it is the policy of Brown County Library that applicants will not be required to disclose arrest/criminal record history when completing the County's online employment application, unless required by state and/or federal law. Applicants selected for interviews, however, will be required to consent to a criminal background check in accordance with Brown County policy and state and federal law. The Library relies on the accuracy of information contained in the employment application, as well as the accuracy of all other data received from applicants in the hiring process. Any deliberate misrepresentations, falsifications, or material omissions in any of this information may result in the Library's exclusion of the individual from further consideration for employment, or, if the person has already been hired, discipline up to and including termination of employment.

APPLICANT SELECTION. The Library administrative staff shall determine which applicants meet the minimum qualifications for the position. Qualified applicants shall be referred to the applicable manager for consideration. The Library Deputy Director may grant managers the authority to schedule and coordinate interviews provided they are trained in the necessary processes.

INTERVIEWS. Current Library employees interviewing for other positions with the Library, both within and outside of their current department, shall not receive compensation for time spent in interviews, but said employees may, subject to supervisor approval, use accrued benefit time, such as but not limited to, Personal/Vacation/Casual time for interviewing.

INTERVIEW EXPENSE REIMBURSEMENT. Except as provided herein, all applicants invited to participate in the Brown County Library selection process will do so at their own expense. Applicants may be reimbursed for all or part of reasonable expenses incurred in conjunction with an interview including travel, meals and overnight accommodations, upon approval of the Library Executive Director. All reimbursement requests must conform to transportation, meal, and lodging maximums and receipts supporting said request must be provided prior to reimbursement.

SELECTION DEVICES. The Library Deputy Director shall be responsible for determining methods to be used to screen applicants for position vacancies. Such methods or devices may include, but need not be limited to the following:

- (1) Review of education, training and experience as shown on the application or other supplemental materials
- (2) Practical written or oral tests, work sample or performance tests, if job related.
- (3) Physical tests of strength, stamina or dexterity and pre-employment health examination, if job related.
- (4) Background and reference inquiries.

CONFIDENTIALITY. To the extent allowed by law, formal selection materials shall be known only to the

Library Executive Director, Library Deputy Director, and other persons they designate on a need to know basis. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to insure the highest level of integrity and confidentiality.

NOTIFICATION OF CANDIDATES. Library administrative staff shall determine the proper notice given to candidates. Efforts shall be made to ensure that each applicant competing in the selection process at or beyond the interview stage shall be given written notice of whether or not he/she was selected for the position.

ELIGIBILITY LISTS. The Library Executive Director and Library Deputy Director shall have the authority to establish and maintain eligibility lists as may be necessary or feasible. The duration of eligibility lists shall not generally exceed one (1) year with extension possible at the discretion of the Library Executive Director. Eligibility lists may be terminated if they no longer contain a sufficient number of qualified or interested applicants. A candidate may be removed from an eligibility list at the discretion of the Library.

CONTINGENT OFFERS OF EMPLOYMENT. The Library's administrative staff may extend an offer of employment- from the Brown County Library which may be withdrawn at any time- that is contingent upon the applicant successfully completing a physical examination, drug test, credit verification, or similar post-offer inquiry. No individual will be allowed to begin work with the Library until the Library has verified successful completion of any required pre-employment testing.

RELOCATION EXPENSE. When the Library fills a FLSA exempt position with an individual who does not reside in Brown County, and upon recommendation of the Library Deputy Director and Library Executive Director, the Library shall pay the reasonable cost of the relocation, which shall be appropriated as a Library expense.

EMPLOYMENT OF MINORS. In limited circumstances, Brown County Library may utilize minors for staffing purposes. Employment of minors shall be in accordance with all applicable state and federal laws, rules and regulations. The utilization of minors for staffing purposes may only be done with the authorization of the Library Executive Director. When authorized for employment, those applicants, under 16 years of age, will be required to provide a work permit to the Library Deputy Director prior to engaging in any work activity.

NEPOTISM. (1) Unless the Library Deputy Director first determines that such employment, promotion or transfer would not be detrimental to the Library, no person shall be employed, promoted, or transferred to any department or branch within Brown County Library thereof when, as a result, he or she would be directly supervising or receiving direct supervision from a member of his or her immediate family or working directly above the relative's immediate superior or directly for the relative's immediate supervisor. Immediate family is defined as wife, husband, father, mother, guardian, sister, brother, children of employees, aunt, uncle, grandchildren, grandparents, father-in-law, mother-in-law, sister-in-law or brother-in-law. The Library does not hire immediate family members of the Brown County Library Board, Brown County department heads, Brown County elected officials, nor family members of Library managers.

(2) Unless the Library Deputy Director first determines that such employment, promotion or transfer would not be detrimental to the Library, no person shall be employed, promoted, or transferred to any department or branch within Brown County Library employment when a member of the person's immediate family is already employed within that department or

branch.

BACKGROUND VERIFICATION

VERIFICATION OF QUALIFICATIONS. Those employees who are required to have a valid Wisconsin driver's license, commercial driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, CDL, other license or certification or degree for review, verification, and placement in their personnel file.

CAREGIVER BACKGROUND CHECKS. The Wisconsin legislature and the Wisconsin Department of Health Services (DHS) have enacted laws and regulations which mandate the completion of background checks on certain caregivers. The Library is prohibited from employing as a caregiver, or accepting caregiver volunteer services from, any person who has been convicted of, or has a pending charge for, a serious crime as provided by WI statutes and/or DHS rules. The Library Deputy Director is responsible for managing and coordinating all background checks. Prior to an offer of caregiver employment being made, or caregiver volunteer services being accepted, the Library Deputy Director shall conduct a caregiver background check in compliance with Wisconsin Statutes and DHS regulations, and the Library shall fully comply with all state and federal laws, rules and regulations governing background checks as they exist now or may be amended in the future.

CRIMINAL BACKGROUND CHECKS FOR NEW AND EXISTING EMPLOYEES. The Library Deputy Director or their designee shall conduct a criminal background check on a candidate for employment prior to making an offer of employment. All employees are required to have a criminal background check done prior to employment. Additional background information may be required based on specific requirements of various positions within the Library. The Library may also be required to conduct continuing background checks for existing employees as required by federal, state and/or local laws, rules and/or regulations.

EMPLOYMENT REFERENCES. Unless expressly allowed by the Library Deputy Director, no Library employee shall reply to an Official Reference Check on behalf of Brown County Library. Requests for reference checks should be forwarded to the Library Deputy Director and must be made in writing and include an authorization from the employee prior to the release of any otherwise confidential information. The Library Deputy Director may direct the reference check questions to the manager or their designee, who shall respond in writing to the Library Deputy Director. Confidential information shall only be released after receipt of a valid, signed release of information authorization and at the direction of the Library Deputy Director. In the event a reference check is not accompanied by an employee release, the Library Deputy Director shall require a release prior to provision of any information other than non-confidential information such as position, dates of employment and compensation information. This paragraph is not intended to prohibit employees from serving as Personal References, rather it only prohibits employees from providing Official Reference Check responses on behalf of Brown County Library unless the provisions of this paragraph are complied with in advance. For purposes of this policy, personal references are construed to mean references that do not speak to the candidate's work performance or specific service to the Library, but

rather the candidate's personal characteristics, educational background, and personal dealings with the referring employee. The referring employee assumes all liability for the content of the personal reference response. Employees found violating this policy shall be subject to discipline, up to and including termination from employment. Employment verification requests shall be referred to the Library Deputy Director and include the same authorization requirements as listed above. No Brown County Library employee shall contact any potential candidates' current or previous employer without prior approval from the Library Deputy Director or designee.

EMPLOYEE OBLIGATION TO REPORT ARREST AND PENDING CRIMINAL CHARGES. At minimum, all Library employees shall notify the Library Deputy Director as soon as possible, and no more than three (3) business days after, any employee is arrested and/or becomes aware of having a pending criminal charge. For those subject to continuing Caregiver Background Checks, the notification must occur the next working day after the employee is arrested and/or becomes aware of having a pending criminal charge. This same policy shall apply to all contracted persons and volunteers.

POLICY. New employee orientation is mandatory for all new regular and limited term employees. The Brown County Human Resources Department will regularly schedule countywide orientation which includes Brown County Library employees.

RESPONSIBILITY / AUTHORITY.

- (1) Brown County Human Resources Manager. The Brown County Human Resources Department is responsible for providing an orientation to familiarize new employees with their obligations and rights, and to inform them about the general functions of Brown County. This orientation shall include information and education pertaining to the sexual harassment policies. Prior to beginning employment with Brown County Library, the new employee shall complete the necessary employment forms and return the forms to the Library Administrative Department and/or Brown County Human Resources Department. The Library is responsible for obtaining access to the necessary systems required for the employee duties (e-mail and software access, telephone access, etc.)
- (2) Manager. The Manager or designee shall also orient each new employee to his/her job and work site. Said orientation shall include introduction to co-workers, safety regulations, break periods, purchasing supplies, use of the telephone, and other items as deemed necessary.

INITIAL EMPLOYMENT PERIOD

PURPOSE. An initial employment period allows a new employee time to demonstrate knowledge and skills with their new role with Brown County Library and allows that employee's supervisor time to provide training and evaluate the employee's performance. It is understood that during the initial employment period with Brown County Library the employment relationship may be terminated at any time, with or without cause, by the employee or Brown County Library.

POLICY. All regular full and part-time positions shall have an initial employment period of six (6) months.